



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-78**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Munitions Systems Craftsman	AFSC: 2W071	OPEN DATE: 11 JUNE 2014	CLOSE DATE: 26 JUNE 2014
UNIT OF ACTIVITY/DUTY LOCATION: 176th Maintenance Squadron, Joint Base Elmendorf Richardson, Alaska		GRADE REQUIREMENT: Minimum: E5 Maximum: E6	
SELECTING SUPERVISOR: MSgt Boyer	VACANCY: 888464	PHYSICAL PROFILE: PULHES – 333233	

AREAS OF CONSIDERATION

- Area 1** On Board AKANG AGR (**MUST HOLD ADVERTISED AFSC**)
 - Area 2** Alaska Air National Guard members (**MUST HOLD ADVERTISED AFSC**)
 - Area 3** Nationwide (Military members eligible for membership in the AKANG (**MUST HOLD ADVERTISED AFSC**))
- *All applicants MUST meet the grade requirement and physical/medical requirements outlined**

MAJOR DUTIES MAY INCLUDE

- Responsible for safety, security, and accountability of all nonnuclear munitions and related components
- Perform and manage munitions production and materiel tasks and activities. Identifies munitions and equipment requirements
- Operate and maintain automated data processing equipment (ADPE) to perform inspection, testing, and stockpile management activities
- Receive, store, test, maintain, assemble, issue, and deliver assembled nonnuclear munitions
- Routinely demilitarize nonhazardous munitions. Operate and maintain munitions material handling equipment (MMHE)
- Develop and implement munitions materiel management concepts and procedures
- Comply with explosive, missile, and ground safety, security, and environmental directives and practices
- Identify munitions by filler, color code, marking, or physical characteristics
- Receive, stores, handle, and transport nuclear weapons
- Prepare munitions for loading on aircraft. Check safe and arm mechanisms
- Install warheads, guidance units, fuses, arming wires, squibs, strakes, wings, fins, control surfaces, and tracking flares
- Process aircraft gun ammunition. Maintains and reconditions munitions and MMHE
- Recondition, repair, and replace defective or missing parts. Maintain operational or bench stock materiel and secures replenishment
- Modify munitions and MMHE when directed. Inspects munitions for serviceability and applies munitions product assurance procedures
- Install spotting charges in bombs. Process ammunition. Inspect ammunition, components, and containers for defects
- Prepare documentation indicating identification and quantity of assets
- Perform routine demilitarization of nonexplosive munitions items. Repackage munitions and apply container markings
- Receive, store, handle, and transport nonnuclear munitions via multiple modes (air, sea, land). Unload and unpack munitions
- Check shipping documents for accuracy. Deliver munitions to assembly, storage, or maintenance areas. Prepare munitions for shipment
- Determine and maintain storage facilities, reports, safety, and security requirements
- Perform inspections and maintains inspection and storage records
- Issue nonnuclear munitions. Perform operator maintenance on munitions vehicles and equipment
- Perform munitions materiel management and materiel accounting functions
- Perform and oversee management and procedural application of manual and automated positive inventory control
- Determine inventory control actions. Conduct inventories and corrects discrepancies
- Accomplish requisitioning actions and maintains due-in, due-out, and status files
- Maintain source document control and ensures validity and completeness
- Recommend system and program changes to data processing methods
- Develop and maintain stock level data. Monitor excess munitions programs
- Prepare reports. Operate and maintains ADPE for munitions accounting, reporting, and status configuration
- Coordinate with maintenance activities on repairable munitions components
- Obtain material for equipment modifications, periodic component exchange, and maintenance
- Establish and evaluate performance standards, maintenance controls, and work procedures
- Compute data to support financial planning and programming
- Analyze and validate munitions host-tenant and interservice munitions support agreements and plans
- Develop methods and techniques to maintain and recondition munitions and handling equipment
- Evaluate munitions account condition, identify deficiencies, and initiate corrective actions
- Ensure compliance with policies, directives, and procedures. Evaluate munitions equipment maintenance
- Evaluate procedures for assembling, renovating, and storing munitions; and procedures for demilitarization of nonexplosive munitions
- Provide status information and expected completion dates. Analyze mission effectiveness, program requirements, and stock control levels, and validates requirements
- Analyze stockpile requirements to determine type and quantity of munitions facilities needed to safely store, inspect, maintain, and secure munitions assets
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- APTITUDE REQUIREMENT – ADMINISTRATIVE – 41
- STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*
- No record of emotional instability
- Normal depth perception as defined in AFI 48-123
- Must possess a valid state driver's license to operate government motor vehicles IAW AFI 24-301, *Vehicle Operations*
- Never been convicted of domestic violence IAW the Lautenberg amendment to the *Gun Control Act of 1968* and AFI 31-117, *Arming and Use of Force by Air Force Personnel*
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependants

See page 3 for Preferred Qualifications and All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with ***NO*** blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: How do I create one PDF file when some documents have electronic signatures?

A: Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I send one package for all?

A: No. Separate packages are required for each position.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

Q: May I find out who or how many others applied for the position?

A: No. We will not release any information on any applicant.

Q: How do I pull my vMPF RIP?

A: Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

Q: Do I need to submit an AF Form 422 with PULHES?

A: Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: composition and characteristics of munitions, storage, safety, and security and environmental requirements and procedures; fusing and arming systems; technical drawings; precision measuring tools and equipment; wiring diagrams; handling, use, and disposition for nonhazardous materials; munitions materiel accounting systems; basic mathematics; policies and procedures for accountability and pecuniary liability; techniques of munitions materiel management and procurement; Air Force property accounting; munitions policies and procedures; inventory and stock control; preparing and maintaining munitions records and documents; procedures for hazardous and nonhazardous materials; and procedures for assets turn in
- Experience in supervising or performing functions such as receipting, identifying, inspecting, storing, reconditioning, issuing, delivering, maintaining, testing, and assembling guided and unguided munitions; or preparing and maintaining documentation and records for inventory management actions

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered..."		

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-9 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. CURRENT AGR/Mobility/ADSW Orders (If applicable)
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Cover Letter & Resume (OPTIONAL)
8. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.
 PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ANG 14-78 Doe, Jane E1**)
 Email Subject should be: (Position Announcement Number) (Example: **ANG 14-78**)
 Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.